

National Ocean Service Records Disposition Schedule

1601	General
1602	National Geodetic Survey
1603	Oceanographic
1604	Marine Charting
1605	Response and Restoration
1606	Remote Sensing
1607	Coastal Ocean, Monitoring and Assessment
1608	Hydrographic Surveys
1609	Marine Sanctuaries
1610	Coastal Programs

NOAA Filing - Disposition Handbook

Chapter 1600: National Ocean Service

This Chapter of the Filing - Disposition Handbook describes records created and maintained in the National Ocean Service (NOS). NOS creates and maintains records to document their program which includes the following: establishes partnerships with coastal states, communities and territories, and the academic community to help fulfill coastal management responsibilities; preserves and studies coastal resources and essential habitat through a nationwide system of marine sanctuaries and estuarine research reserves; provides scientific understanding and management expertise ranging from long-term environmental studies to coordinating scientific information during responses to oil and chemical spills; charts coastal areas, and measuring tides and currents to give ships' captains and recreational boaters the information they need to safely navigate; maintains the National Spatial Reference System, the geodetic framework that accurately references the size, shape and height of our ever-changing land areas, and the baseline for all land survey work; shares and coordinates coastal and ocean science and management techniques with the coastal community, government agencies, the private sector, and other nations to achieve the ultimate goal of a healthy coastal ecosystem; protects, mitigates, and restores threatened coastal ecosystems and provides shoreline data which serves as the framework data set for determining jurisdictional boundaries, as well as assisting states in the areas of coastal and ocean management.

This Chapter does not include records created, maintained and used in NOS that are covered in Chapters 100- Administrative and 200 - Housekeeping. Refer to these Chapters for additional approved Records Disposition Schedules.

If other program records are not listed in either Chapter 100 or 200, or in other specific functional chapters of this Handbook, contact the NOAA Records Management Officer for further assistance.

General Series for NOS

This Schedule covers record series that are created, maintained and used in several offices within NOS but relate to specific programmatic areas.

1601-02 Grants Working Files (New Item) N1-370-02-5

Copies of information maintained for each grant and award made to support National Ocean Service (NOS projects). The original information for Grant Files is maintained in the Grants Management Office. Files include, but are not limited to: copies of the general announcement; Federal Register Notice; applications, assurances, and certifications; correspondence; evaluations and review reports; information related to the proposal or award process; site visit documentation; proposal negotiations, recommendations, and revisions; and financial and budgetary reports, both periodic and final.

Files are maintained in hard copy and arranged by fiscal year and grant number.

Authorized Disposition:

Recordkeeping paper copy: Destroy three years following the final financial status report.

1601-04 Electronic Copies N1-370-02-5

Word processing, spreadsheet, e-mail and other electronic copies used to create file copies of official records.

Authorized Disposition:

Destroy when file copy has been generated or no longer needed for reference.

1601-08 Reference Data Base (New Item) N1-370-02-3

A database listing reference materials available in the office, containing titles and reference data for publications. The database is used to control and locate the reference material.

Authorized Disposition:

1. *Information within System*: Delete when related reference materials are destroyed.
2. *System documentation*: Destroy 6 months after system is terminated.
3. *System Inputs* (reference materials 100-04): Follow disposition instructions for related records.
4. *System Outputs* (printout of references available): Destroy when no longer needed for reference.

National Geodetic Survey N1-370-00-5

These records cover the establishment, improvement, and maintenance of the basic National Geodetic Reference System. Includes records from field surveys that precisely determine control points by horizontal, vertical, gravimetric, astronomic, and satellite geodetic methods. The records also cover the operation of field parties and cooperative surveying programs with state and local agencies. The information in brackets is for National Geodetic Survey (NGS) filing only.

1602-01 Horizontal Observation and Computation Files (Supersedes 1602-01, 1602-02, 1602-04, 1602-05, 1602-06, 1602-07, and 1602-44)

Basic field observations, field computations, and descriptions of the stations obtained during horizontal control surveys, such as triangulation, traverse, and electronic distance measuring. Also includes Adjusted Horizontal Control Computations. [The records may be arranged by geographic area, and thereunder by job or internal accession number. NGS class GTZ cahiers. Records created before 1978 may be arranged by specific type of observation and format, and thereunder by state and accession number.]

Authorized Disposition:

Paper: Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.

1602-02 Mark Maintenance Control Survey Files (New Item)

Basic field observations and computations made by mark maintenance parties for horizontal and/or vertical control at geodetic reference points. [The files may be arranged by geographic area, and thereunder by internal accession number.]

Authorized Disposition:

Paper: Cut off when project is completed, then retire to a records storage facility. Destroy 30 years after cut off.

1602-03 Survey Mark Files (Supersedes 1602-03, 1602-43)

Documents the condition of the mark and also the descriptions and directions for locating control points used in various types of field surveys and information on recovery of the points. Includes, but is not limited to, field reports and correspondence, master copies and cards for horizontal and vertical control, and history cards.

Authorized Disposition:

Paper: Cut off when project is completed, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for reference.

1602-04 Horizontal Control Data Files (Supersedes 1602-38)

Covers sets of horizontal geodetic data and related indexes. Information may include geographic positions, state plane coordinates azimuth, station descriptions, and recovery notes for each station. These published data are the end result of the basic observation and computation records. [Copies are issued for use by other agencies and the public.]

Authorized Disposition:

1. Geographic Positions; record copy of each issuance.
Paper: Cut off when project is completed, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.
2. History File. A set of the geographic positions and index cards, arranged by state, annotated with revisions over time to each page.
Paper: Destroy when no longer needed for reference.
3. Plane Coordinates of Triangulation Stations. The record copy of each issuance listing the Ax@ and Ay@ coordinates for each station, which may also include the azimuth.
Paper: Cut off when project is completed, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.
4. Manual Data Publication Files. Record copies of horizontal data sheets (14 x 17") showing all position data and descriptive information for each station. [Arrangement is geographical, by quadrangle.]
Paper: Cut off when project is completed, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.

1602-05 Vertical (Leveling) Observation and Computation Files (Supersedes 1602-07, 1602-08, 1602-09, 1602-10, 1602-39, 1602-40, and 1602-42)

Basic field observations, field and office computations, and descriptions of marks recovered or established during vertical control (leveling) surveys. Abstracted leveling data, including office computations, used in determining adjusted elevations of the point observed, and adjusted elevations in line order. The records may be arranged by geographic accession number. Also includes Leveling Adjustment Files. [NGS classification AHGZ@ cahiers. Records created before 1978 may be arranged by specific type of observation or format, and thereunder by state and accession number. Also includes the older separate records for AHG@, AHA@, and AHGZ@].

Authorized Disposition:

Paper: Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.

1602-06 Elevation Summary Files (Supersedes 1602-41)

Record copies of summary lists showing adjusted elevations for points throughout the country.

Authorized Disposition:

Destroy when 100 years old or no longer needed, whichever is later.

1602-07 Geodetic Astronomy Observation and Computation Files (Supersedes 1602-11, 1602-12, 1602-14, 1602-15, 1602-16, 1602-17, 1602-18, 1602-19, 1602-20)

Basic field observations, field and office computations, and office adjustments made to determine the azimuth, latitude, and longitude of control points. These records relate to optical observations of stars, and include chronometric data, selected instrument calibration data, and station descriptions. The records may be arranged by geographic area and thereunder by job or internal accession number (e.g., NGS class A). Records created before 1978 may be arranged by specific type of observation or format, and thereunder by state and internal accession number (e.g., classifications AA, AAZ, AL, ALO, ALOZ, ALZ, AT, AX).

Authorized Disposition:

Permanent. Cut off annually, then retire to a records storage facility. Transfer to NARA 30 years after cutoff.

1602-08 Astronomy, Abstracts of Results Files (Supersedes 1602-13)

A summary file giving the position and abstracted data on the latitude, longitude, and azimuth of each astronomic station.

Authorized Disposition:

Permanent. Cut off annually, then retire to a records storage facility. Transfer to NARA 30 years after cutoff.

1602-09 Gravity Observation and Computation Files (Supersedes 1602-21, 1602-22, 1602-23, 1602-24, 1602-25, 1602-26, 1602-27, 1602-28, 1602-29, 1602-30, 1602-31, 1602-32, 1602-33, 1602-35, 1602-36, and 1602-37)

Basic observations and computations obtained from gravity surveys. Includes recordings from absolute and relative gravity meters and stations, including comparative data and the anomalies. [NGS classification PG.]

Authorized Disposition:

Paper: Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.

1602-10 Gravity, Abstracts of Results Files (Supersedes 1602-34)

A file giving summarized data on gravity stations, the gravity forces and subsequent reoccupation of stations.

Authorized Disposition:

Paper: Destroy when 100 years old or when no longer needed, whichever is later.

1602-11 Doppler Satellite Observation Files (Supersedes 1602-45)

Observations and related information for determining point positions (geodetic, geocentric, and relative) from satellite Doppler surveys. Includes station information field related records on station occupation, i.e., site description, observations logs, field reports, etc. [NGS classification DS cahier.]

Authorized Disposition:

Paper: Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy when no longer needed for verification or reference.

1602-12 Global Positioning System Observation Files (New Item)

Observations and related information for determining positions (geodetic, geocentric, and relative), inter-site vectors, GPS cahiers, ephemerides, etc., from Global Positioning System surveys.

Authorized Disposition:

1. Global Positioning Surveys (ASCII text). Field related records on station occupation, e.g., site description, observation logs, field reports, etc.

Paper, Electronic: Cut off when data are approved, then retire to a records storage facility. Retain until data are captured in the NGS Integrated Database (1602-22) and verified, then destroy or delete when no longer needed for verification or reference.

2. Raw observations on digital media.

Binary data: Retain online for 5 days, then delete after successfully converting to ASCII format.

3. GPS Observations including point position and/or relative positions, GPS ephemerides, inter-site vectors, etc.

Electronic: Retain online for two years, then transfer ASCII data to CD-ROM. Transfer data files and associated documentation to NOAA's National Geophysical Data Center (NGDC) when 5 years old.

1602-13 Index of Geodetic Surveys (Accession Registers) (New Item)

Registers of incoming geodetic survey records. Each entry gives the geographic number, internal accession number, series, date made location of work, and other pertinent information on each record.

Authorized Disposition:

Paper: **Permanent**. Cut off when project is completed. Transfer to NARA 30 years after cut off with related projects.

1602-14 Project/Progress Sketches (New Item)

Maps depicting the extent and coverage of a geodetic survey project. Filed by sketch or project number.

Authorized Disposition:

1. Paper/linen/mylar (microfilmed): **Permanent**. Transfer to NARA after completion of microfilm quality review
2. Paper/linen/mylar (not microfilmed): Paper: **Permanent**. Cut off when project is completed, then retire to a records storage facility. Transfer to NARA 30 years after cut off.
3. Microfilm (working copy): Destroy when no longer needed for future projects.
4. Electronic Files (CADD): Delete after recordkeeping copy is produced and filed with the corresponding Project Report (1602-15).

1602-15 Project Reports (New Item)

Narrative reports on geodetic field projects.

Authorized Disposition:

Paper: **Permanent**. Cut off when project is completed, then retire to a records storage facility. Transfer to NARA 30 years after cut off.

1602-16 Field Party Management (New Item)

Documents relating to the management of geodetic field parties and other field units. Documents on the administrative management of the party or unit. Contains routine correspondence and other documents on housekeeping matters such as finance personnel, supply, and mail. May include duplicates or other records kept for administrative purposes.

Authorized Disposition:

Paper: Cut off annually. Destroy 5 years after cut off.

1602-17 Mark Maintenance Operations Files (New Item)

Documents pertaining to recovering, relocating, or resetting survey marks. Programmatic information is filed in 1602-02.

Authorized Disposition:

Paper: Cut off annually. Destroy 5 years after cut off.

1602-18 Geodetic Instrument Development and Acquisition Files (New Item)

Documents pertaining to the development and acquisition of geodetic instruments or equipment systems. Includes plans, design studies, standards, specifications, and tests.

Authorized Disposition:

Paper: Cut off annually. Destroy 15 years after cut off or when no longer needed, whichever is later.

1602-19 Geodetic Instrument Calibration Data (New Item)

File containing calibration parameters of instruments that have been checked by the NGS equipment laboratory.

Authorized Disposition:

Paper: Cut off when equipment is obsolete. Destroy 10 years after cut off.

1602-20 Distance Measuring Instrument History Files (New Item)

Selected data on the calibrations and characteristics of distance measuring equipment actually used in geodetic control surveys. These files are used for reference when questions arise on the accuracy of specific surveys.

Authorized Disposition:

Paper: Cut off when equipment is obsolete. Destroy 10 years after cut off.

1602-21 Survey Project Management Files (Supersedes 1602-46)

Documents pertaining to the management of reimbursable and non-reimbursable surveying project conducted with/for federal agencies, state or local governments, and private institutions.

Authorized Disposition:

Paper: Cut off when project is completed. Destroy 100 years after cut off or when no longer needed, whichever is later.

Systems Development Division

National Geodetic Survey (NGS) is committed to meeting the current and anticipated positioning needs of the American public by developing the National Spatial Reference System (NSRS). NSRS provides the reference base for position, height, distance, direction, and gravity values, and how these values change with time. This information is essential for ensuring the reliability of transportation, communication, and defense systems, land records, mapping and charting, public utilities, coastal zone management, natural resource mapping, and a multitude of scientific and engineering applications.

1602-22 NGS Integrated Data Base (NGSIDB) (New Item)

The purpose of this system is to store geodetic data relating to the National Spatial Reference System. These data are used for retrievals of observations for new adjustments and of descriptions of geodetic points. The data within this system include field geodetic observations and results of adjustments of those observations, as well as descriptive data for each geodetic point.

Authorized Disposition:

1. *Information within system (textual data)*: Permanent. Cut off annually. Transfer ASCII flat file data to NARA after cut off in accordance with 36 CFR 1228.270.
2. *Information within system (image files)*: Delete when superseded or when no longer needed for reference, whichever is later.
3. *System documentation*: Permanent. Transfer to NARA with associated data files described in 1602-22(A).
4. *System inputs* (Horizontal Observations and Field Computation Files; Vertical (Leveling) Observation and Computation Files; Global Position System (GPS) Observation Files): Follow disposition instructions for related records.
5. *System outputs* (screen captures, printouts, publications, reports, final studies, tapes used for other electronic systems, and other online and offline files): Destroy or delete when no longer needed for distribution or reference.

The Center for Operational Oceanographic Products and Services (CO-OPS) N1370-00-4

The Center for Operational Oceanographic Products and Services (CO-OPS) manages the national data base of historical water level observations, by-products and other related oceanographic data sets. Its principal functions are to conduct measurements, perform analyses and to disseminate data pertaining to tides and Great Lakes water levels, tidal currents and estuarine investigations. These data sets are unique to the scientific, research, academic, engineering and surveying communities and are an invaluable part of the nation's history. The data sets are applicable to a variety of research problems involving natural phenomena, national security, compliance with Federal and State regulations and creating reports and response plans as a result of natural disasters. The water level observations and related oceanographic files are one of the most comprehensive collections of scientific records in the world. The tidal observations and water levels are a result of natural phenomena and are used to determine mean sea level and other tidal datums for surveying and engineering purposes, to establish a system of tidal bench marks for which tidal datums can be referenced, to provide data for tidal and current predictions for use in annual publications, to investigate fluctuations in sea level and crustal movements of the earth and for use in legal cases involving marine boundaries, marine accidents and casualties.

Products and Services Division

1603-01 Tides and Currents Harmonic Analysis Files (Supersedes 1603-01; 1603-02; 1603-04; 1603-05)

Tabulated data and computations for determination of the amplitude and epoch of harmonic constants in tide and tidal current cycles observed at stations. Files also include sheets of computed and adjusted harmonic constants for tides and currents, the comparison of predicted and observed data used to adjust harmonic constants for tide and tidal current predictions and computation sheets used to determine non-harmonic constants from the harmonic constants component.

Authorized Disposition:

1. Paper: Cut off annually. Destroy 30 years after cutoff or when no longer needed for research purposes, whichever comes later.
2. Digital Files (1992 to present): Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.

1603-02 Tides and Currents Differences Card Files (Supersedes 1603-06)

Tides and currents data in condensed form, listed on cards for internal use. Information contained on the cards consists of: station name, ID, reference station, and tidal differences and other constants.

Authorized Disposition:

1. Paper (4x6 index cards): Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever comes later.
2. Digital Files (1996 to present): Cut off annually. Destroy 30 years after cut off

or when no longer needed for research purposes, whichever comes later.

1603-03 Chart Tide Note File (Supersedes 1603-07)

File documents the non-harmonic tides data such as mean high water, sea level, lowest tide, etc. This information is used for revising tide notes on nautical charts.

Authorized Disposition:

1. Paper: Cut off annually. Destroy 30 years after cut off or when no longer needed for research purposes, whichever is later.
2. Electronic Files: Tide Box Database used as a working file for data manipulation. Delete when no longer needed for reference purposes.

1603-04 Tide and Tidal Current Table Files and Prediction Manuscripts and Digitized Prediction Files (Supersedes 1603-03; 1603-08; 1603-09)

Documents each annual edition of published tide and current tables, giving tide time differences and ranges, and tidal current time differences and velocities for particular stations. Also includes manuscripts generated from digitized predictions files for the predicted times and heights of high and low tides and the times and velocities of tidal currents. These manuscripts are forwarded to publishers on an annual basis to print Tide and Tidal Current Prediction Tables.

Authorized Disposition:

Paper; Electronic Files: Retain for three years after publication, then destroy or delete when no longer needed for reference or dissemination.

1603-05 Leveling Record - Tide Station Files (Supersedes 1603-10; 1603-14)

Data observed and compiled in connection with the establishment of and determination of elevation of bench marks at tide stations. Field notebooks were used to record this data. Leveling information is recorded and may also include Station Reports, sketches and chart sections of maps. This file also includes summarized and computed data relating to bench marks at tide stations and other information such as the designation, description, observed elevation and the time that the elevation was determined.

Authorized Disposition:

Paper; Electronic Files: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.

1603-06 Tide Observation Record Files (Supersedes 1603-11; 1603-12)

Automated tide gage records in two forms, rolls and flat sheets. These records indicate in continuous graphic or digital form the tide heights with respect to time. Rolls include marigrams from standard automatic tide gauges and pressure type (bubbler) records, and punched paper tapes from analog-to-digital recorders (ADR).

These records are used to create the tabulated water levels. The marigrams and bubbler records provide a continuous trace of the water levels and are a unique and invaluable data set used by researchers studying naturally occurring phenomena.

Authorized Disposition:

1. Paper (1850 - 1995): Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
2. Electronic (1995 Forward): Follow disposition instructions for related records (1603-17).

1603-07 Processed Tide Data Files (Supersedes 1603-13)

Documents for tide stations that consist of three components: comparative readings, high and low waters and hourly heights. These data are used for further internal work and for answering inquiries. Tabulated data sets are created from marigrams, bubblers, Analog-to-Digital Recorders (ADR's) and Next Generation Water Level Measurement System (NGWLMS) sensors.

Authorized Disposition:

1. Paper (1850 - 1995): Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
2. Electronic (1995 Forward): Follow disposition instructions for related records (1603-17).

1603-08 Record of Current Observation Files (Supersedes 1603-15; 1603-16; 1603-19)

Field Notebooks (containing metadata about project) with transcribed current direction and velocity data interpreted from chronograph tapes or float observations. Includes summary analysis of tidal current data and nontidal current direction and velocity used for research purposes. This file also consists of processed tidal current data output from PORTS (1603-18) and stored on CD-ROM's.

Authorized Disposition:

1. Paper created before January 1, 1999: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
2. Paper created on or after January 1, 1999: Cut off annually. Destroy when information in database (1603-18) has been quality checked.
3. CD-ROM: Cut off annually. Delete when no longer needed for future reference.

1603-09 Water Temperature and Density Files (Supersedes 1603-17; 1603-18; 1603-20; 1603-21)

Files of daily recordings of outdoor air temperature, observed water temperature and density readings, reduced value of density and remarks or notes related to the daily

recordings. Consists of circular disk type charts on which water temperatures are recorded automatically in continuous graphic form, summaries of monthly mean, maximum and minimum water temperatures and densities, daily sea surface water temperature and salinity data tabulated on forms.

Authorized Disposition:

1. Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
2. Electronic (1980-1993): Delete when no longer needed for future reference.
3. Electronic (1993 Forward): Follow disposition instructions for related records (1603-17).

1603-10 Great Lakes Water Level Data Files - Hourly, Daily, Monthly and Annual
(Supersedes 1603-22; 1603-26)

Published water level data from stations in the Great Lakes. Tabulated data are recorded in notebooks. The data are arranged by water level stations and consist of hourly heights, by month, with instantaneous or hourly maximum-minimum stages and time-date of occurrence.

Authorized Disposition:

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.

1603-11 Great Lakes Water Level Station Files - Leveling Record (Supersedes 1603-23; 1603-27)

Data observed and compiled in connection with the establishment and determination of elevation of bench marks at water level stations in the Great Lakes area. Raw data are used to create files of summarized and computed data relating to bench marks and water level stations. Files include station information, including the designation, description, observed elevation and the date the elevations were determined.

Authorized Disposition:

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.

1603-12 Great Lakes Water Level Observation Files (Supersedes 1603-24)

Water level gage records in three forms; digital rolls, analog rolls, and tri-daily readings. The digital and analog rolls indicate in continuous record the water level fluctuation with respect to time. File includes 11" marigrams depicting a continuous water level trace of Great Lakes stations.

Authorized Disposition:

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.

1603-13 Index to Great Lakes Water Level Files (Supersedes 1603-25)

Documents the information available for each water level station. Information includes the name of the station, latitude and longitude, length of series, etc. Length of series includes the installation and removal dates for stations that were in operation.

Authorized Disposition:

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.

1603-14 Monthly Mean Diversions in The Great Lakes System (Supersedes 1603-28)

Documents the daily data collected from various agencies for the area above Cornwall, Ontario, which is tabulated annually and updated monthly for distribution. The data are used as a basis for controlling the outflow and diversions by the St. Lawrence Seaway Authority according to diversion plans established between the U.S. and Canadian governments.

Authorized Disposition:

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.

1603-15 Precipitation on the Great Lakes Drainage Basin Files (Supersedes 1603-29)

This file consists of tabulations of precipitation for each of the Great Lakes and the entire Great Lakes drainage basin containing monthly and annual values for the land basin, lake basin, and entire basin of each lake; monthly means for the period of record, monthly means of previous year, and updates of current monthly means on each lake basin, and departures from normal.

Authorized Disposition:

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.

1603-16 Crustal Movement on The Great Lakes Files (Supersedes 1603-30)

Files consist of tabulations and computations used in determining the isostatic rebound or crustal movements in the Great Lakes region.

Authorized Disposition:

Paper: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.

Information Systems Division

1603-17 National Water Level Observation Network (NWLON) (New Item)

The NWLON provides tide and water level information needed to establish and maintain the vertical water level reference required to support nautical chart production; to determine state and federal boundaries; and to define setbacks from high water lines. This data is used as a decision making tool in maritime navigation, to provide guidance in determining how much cargo a vessel can take on safely, and to help in predicting the behavior of hazardous spills. The system includes measurements from various oceanographic sensors including, but not limited to, water level heights and meteorological data.

Authorized Disposition:

1. *Information within system (cumulative data):* Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
2. *System documentation:* Update as needed. Destroy 6 months after migration to a new system or version or when no longer needed to maintain and operate system, whichever is appropriate.
3. *System Inputs* (digital oceanographic data and metadata stored in tables of the NWLON database, gathered and/or computed solely for this purpose): Delete when no longer needed to update or reconstruct the master file.
4. *System outputs* (ad hoc, reports on demand; working files): Destroy or delete 6 months after generation.

1603-18 Physical Oceanographic Real Time System (PORTS)

(New Item)

PORTS provides real-time environmental observations and forecasts for a specific U.S. port as needed by the marine transportation community and other users requiring operational oceanographic information. Each PORTS is designed to meet local user requirements. It is a decision support tool that provides real-time environmental information for a given U.S. port needed to establish navigation parameters for safe travel within the port; to determine appropriate cargo transport load information; and to define both present and future oceanographic conditions at the given location. The system contains measurements from various oceanographic sensors including but not limited to current data, water levels, conductivity and meteorological data.

Authorized Disposition:

1. *Information within system (cumulative data)*: Temporary. Cut off annually. Maintain for recordkeeping purposes a minimum of 30 years after cut off and destroy when no longer needed for research purposes.
2. *System documentation* Update as needed. Destroy 6 months after migration to a new system or version or when no longer needed to maintain and operate system, whichever is appropriate.
3. *System inputs* (digital oceanographic data received via satellite or phone transmissions (ASCII files) gathered solely for this purpose): Delete when no longer needed to update or reconstruct the master file.
4. *System outputs* (ad hoc, reports on demand, working files): Destroy or delete 6 months after generation.

Nautical Mapping and Charting N1-370-00-3

The Nautical Mapping and Charting function is used for the aggregation of information from external sources and the production of charting products. They are also used to represent U.S. civil mapping and charting interests to the general public and other private, public and international organizations. Nautical Charting acquires and manages all mapping and charting data used in the compilation of nautical charts.

1604-01 Requirements & Planning Files (Supersedes 1604-01)

Documents relating to the development of plans and schedules for marine charting projects. Includes Aaction request@ documents from external parties for new or revised chart coverage, and requests for hydrographic surveys as related to nautical charting. Approved specifications are copies and incorporated into the chart history files.

Authorized Disposition:

Destroy three years after related chart is cancelled.

1604-02 Chart History Files (Supersedes 1604-05)

Documents identifying all chart letters, blueprints, Notice to Mariners, digital documents, and other sources used in the compilation of a chart edition and approved specifications that apply to each chart.

Authorized Disposition:

1. Recordkeeping paper copy: **Permanent**. Cut off when chart is cancelled. Transfer to NARA 30 years after cut off.
2. Digital image files (working files): Delete when no longer needed for reference.
3. Chart Document Logging Sheets (metadata used for security copy): Cut off when chart is cancelled. Destroy when 30 years old.

1604-03 Chart Source Documents (Supersedes 1604-06 and 1604-07)

Source documents used for the creation of charts. Includes Chart Letter Files (correspondence and other letter-size source revision documents used in the compilation of a chart edition and Coast Pilot editions), Chart Blueprint Files (graphics, engineering drawings, and diagrams supplied in an analog format providing revision data used in the compilation of a chart edition), and other source documents used in the compilation of a chart edition. The revisions are outlined or noted on the Nautical Chart Source Standards.

Authorized Disposition:

1. Paper: Cutoff when no longer needed to create or update a chart. Convert to microfilm as files become inactive. Destroy after completion of microfilm quality review.
2. Microfilm: Cut off annually. Retire to a records storage facility after completion of quality review of microfilm. Destroy when 30 years old, or no longer needed, whichever is later.
3. Digital image files (TIFF working copy): Delete when no longer needed for reference.

1604-04 Notice to Mariners Files (Supersedes 1604-08)

Navigation safety publications provided by the US Coast Guard Districts and National Imagery and Mapping Agency, and annotated by NOS for compiling new aid to navigation information on a chart edition. The publications used are noted on the Drawing/Aid Proofs of each chart edition.

Authorized Disposition:

1. Paper (working files): Destroy when three years old or no longer needed for chart revisions, whichever is later.
2. Bound Volumes: Cut off annually. Retire to a records storage facility when no longer needed for future research Destroy when 30 years old, or no longer needed, whichever is later.

1604-05 Bridge and Cable Clearance Files (Supersedes 1604-09)

Reports used for charting clearances of bridges and cables that pass over waterways and are charted with appropriate navigational data. Information is provided by the US Coast Guard, permits by the US Army Corps of Engineers, and occasionally other sources, then evaluated and prepared by National Ocean Services (NOS).

Authorized Disposition:

1. Recordkeeping paper copy: Cut off annually. Retire to a records storage facility after digitizing. Destroy when 30 years old, or no longer needed, whichever is later.
2. Digital Image Files (working files): Destroy when no longer needed for chart revisions.

1604-06 Nautical Chart Source Standards Files (Supersedes 1604-10)

Copies of nautical charts annotated with source revision documents, including chart letter files, chart blueprint files, and digital documents, or other sources for use in compilation of a chart edition or as an index sheet.

Authorized Disposition:

1. Recordkeeping paper copy: Cut off annually. Retire to a records storage facility after completion of quality review of microfilm Destroy when 30 years old, or no longer needed, whichever is later.
2. Microfilm (working copy): Delete when no longer needed for reference.

1604-07 Drawing Aid/Proof Files (Supersedes 1604-11)

Maintenance drawings (plastic transparencies) showing all revisions made to a chart edition, including changes on aids to navigation (buoys, lights) and other chart features.

Authorized Disposition:

1. Paper/Mylar (working copy): Cutoff when superceded , then convert to microfilm. Destroy after completion of microfilm quality review.
2. Microfilm: Cut off annually. Retire to a records storage facility after completion of quality review of microfilm. Destroy when 30 years old, or no longer needed, whichever is later.

1604-08 Nautical Reproduction Proof Files (Supersedes 1604-13)

Film positives of nautical charts used for reprinting charts.

Authorized Disposition:

Destroy when new edition is created.

1604-09 Published Nautical Map and Chart Files (Supersedes 1604-14)

Every edition of every nautical chart, bathymetric map, and special purpose map compiled and printed by the agency.

Authorized Disposition:

Recordkeeping paper copy: **Permanent**. Cut off annually. Transfer to NARA 10 years after cut-off date.

1604-10 Coast Pilot Volumes (Supersedes 1604-15)

A series of nautical books that cover a variety of information important to navigators of coastal and intracoastal waters and the Great Lakes. These provide textual navigation information that supplements the graphic data on nautical charts. New editions released approximately every two years.

Authorized Disposition:

1. Recordkeeping paper copy: Permanent. Cut off when superseded by new edition. Transfer to NARA 30 years after cut off.
2. Distribution and Working Copies (electronic;paper): Destroy or delete when no longer needed for administrative or legal research.

1604-11 Geographic Names Standards Files (Supersedes 1604-17)

These files are current edition nautical charts annotated with official, approved geographic names and with the latest revisions and corrections to geographic names. This annotated chart standard is registered as source with additional pertinent information submitted in chart letters and is applied to new chart editions and marine products i.e. United States Coast Pilots.

Authorized Disposition:

Destroy when new chart edition is released and annotated.

1604-12 Electronic Navigational Chart (ENC) Production System (New Item)

The purpose of the system is to build and maintain the National Suite of ENC charts which serves the National and International commercial and recreational marine navigation communities. These data are used with Electronic Chart Display and Information Systems (ECDIS) and Electronic Chart Systems (ECS). The content of the system is marine charting features and associated attributes, metadata, and history information in the IHO S-57 formats. The system is based on Laser-Scan Automated Map Production System 2 (LAMPS2) GIS.

Authorized Disposition:

1. *Information within system (data)*: Retain data until superseded, then delete when no longer needed for distribution or reproduction.
2. *System documentation*: Destroy 6 months after system is terminated.
3. *System inputs* (data from NOS Hydrographic program, U.S. Coast Guard, U.S. Corps of Engineers, Mineral Management, states and port authorities, 1604-04, 1604-05, 1604-06, 1604-11): Follow disposition instructions for related records.
4. *System outputs* (published map and chart files (1604-09)): Follow disposition instructions for related records.
5. *System outputs* (other than NOAA products; Includes ad hoc, reports on demand, working files): Retain for 6 months after generation, then destroy or delete when no longer needed for reference.

1604-13 SCARS Chart Production System (New Item)

This system is used to produce raster charts. The system works with multiple raster layers that when put together make a raster presentation of the chart and a lithographic paper chart. The raster charts are released to the public in the BSB

format which fuels multiple vendor ECS systems and is available to the public with weekly update service. This data is used with ECS systems by the navigational marine public. The system contains multiple CADD files that are used to produce the over one thousand suite of NOAA Nautical charts which are offered to the public in the BSB digital Raster format and as a lithographic paper product. The BSB digital Raster product is offered to the public as a new periodic edition that matches the lithographic paper chart edition and with weekly updates for Notice to Mariners. The weekly updates are provided to the subscribers of the Weekly Update Service via an email patch file process.

Authorized Disposition:

1. *Information within system (data)*: Retain data until superseded, then delete when no longer needed for distribution or reproduction.
2. *System documentation*: Destroy 6 months after system is terminated.
3. *System inputs (data from NOS Hydrographic program, U.S. Coast Guard, U.S. Corps of Engineers, Mineral Management, states and port authorities 1604-04, 1604-05, 1604-06, 1604-11)*: Follow disposition instructions for related records).
4. *System outputs (published map and chart files (1604-09))*: Follow disposition instructions for related records.
5. *System outputs (other than NOAA products; Includes ad hoc, reports on demand, working files)*: Retain for 6 months after generation, then destroy or delete when no longer needed for reference.

Office of Response and Restoration N1-370-043-1, N1-370-01-1

Records relating to the prevention and mitigation of risks to coastal resources and restoration of habitats from oil and hazardous materials; support for the cleanup of spills occurring in U. S. coastal and navigable waters; training and outreach programs; and software for spill responders and planners and coastal management decision making.

1605-01 Incident Response and Waste Site Financial Records

The Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA) established the Hazardous Substance Response Trust Fund (Superfund) to provide monies for the identification, prioritization, and remediation of the nation's uncontrolled hazardous waste sites. CERCLA, as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), provides for the recovery from responsible parties of all response costs incurred by the Federal Government. The Oil Pollution Act of 1990 (OPA) provides recovery from responsible parties for oil discharge from vessels or facility into navigable waters or adjoining shorelines. Response costs generally include expenses for investigatory, cleanup, enforcement and administrative activities. Financial Documents include, but are not limited to, payroll, travel, contractor services, construction (in-house), supplies and equipment, indirect costs and administrative IAG Costs.

Authorized Disposition:

1. *CERCLA Cases:* Cutoff after case is billed and payment received, then retire to off-site storage. Destroy 10 years after cutoff.
2. *OPA cases:* Destroy 6 years after case is billed and payment received.

1605-02 Query Manager Databases (QM)

This system is applied to numerous watersheds around the country to increase coordination, and to make data available to other agencies and the public. The system contains spatial data on sediment (surface and subsurface) chemistry, tissue chemistry, and sediment toxicity. These data are used in many different ways to support decision-making in remediation and restoration.

Authorized Disposition:

1. *Information within System (data):* Delete when corresponding watershed project is no longer active, or when no longer needed for future research, whichever is later.
2. *System Documentation:* Destroy 6 months after system is terminated.
3. *System Inputs (agency surveys and individual site investigations):* If input information is duplicate to the official record; destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master

file, whichever is later. Input records that serve as the official record should be retained as directed by the approved retention schedule for that series.

4. *System Outputs (results of database query)*: Destroy when no longer needed for reference.

1605-03 Coastal Resource Coordinator Records

Responses to requests from EPA for comment or possible involvement as a Natural Resource Trustee. Request might originate as e-mail or verbal requests, but more often as cover letters on a document asking for comment. Comments become part of the EPA Site File and are usually sent from the CRC regional offices to centralized storage in Seattle. Mostly duplicate copies of Remedial Action Plans, Project Management Plans, notification from EPA of release, contractor reports, Records of Decisions, various reports and correspondence. Information is indexed through an Electronic Inventory/Document Tracking System. The tracking system captures document or memo names, author of document, recipients of document, who was copied, comments, type of document and location of document. These data are used to find paper copies of memos or letters to agencies, and track time usage on specific projects.

Information should also be available at the corresponding EPA Regional Office. (EPA Series #019: Administrative Records - Superfund Site-Specific)

Authorized Disposition:

Request and Comment Communications: Cutoff annually. Destroy 5 years after cut-off.

1605-04 HAZMAT Response Records

Case files relating to HAZMAT staff response to spills or other activities requested by the Unified Command. Documents in a given case file will vary, depending on the magnitude of the spill; but may include: Response logs, One-page summaries, Daily Hotline (weather reports and other daily log information for higher priority responses, as well as providing a record of operational guidance received from the Unified Command), Information Management Reports, Safety/HAZMAT Human Hazard Analysis (compiled by Safety Office concerning possible human health and safety risk), and related documents. Major spills exceed 10,000 gallons in inland waters or 100,000 gallons in coastal waters.

Authorized Disposition:

1. *Major Spills*: Permanent. Cut off upon completion of cleanup, then retire to off-site storage. Transfer to NARA 10 years after cutoff with their related finding aids.
2. *Medium and Minor Spills*: Cutoff upon completion of cleanup. Destroy 20 years after cutoff.

Note: Some medium and minor case files may be worthy of permanent retention if they significantly document NOAA or ORR policy in discharge recovery or if they document spills in ecologically sensitive areas such as fishing or animal nesting areas. These should be brought to the attention of NARA so they can be appraised and appropriate disposition authorized.

1605-05 Electronic Copies- All Offices

Word processing, spreadsheet, e-mail and other electronic copies used to create file copies of official records.

Authorized Disposition:

Delete when recordkeeping copy is produced.

1605-9 NRDA Administrative Record Files B Pre Settlement

Records selected by the Natural Resource Damage Assessment trustees that are entered in an Administrative Record. The Administrative Record documents the information that the trustees relied upon to make determinations regarding injury assessment and restoration. These records include, but are not limited to: assessment and restoration planning documents; public notices; correspondence; public comments; settlement agreements; meeting notices, agendas, and minutes; data compilations; technical resource documents and guidance; scientific reports; assurance plans; quality assurance plans; drawings, graphs, charts, photographs, and model runs.

Authorized Disposition:

1. Official Record Set: Permanent. Cut off when case is no longer subject to appeal. May be transferred to Federal Records Center 2 years after cutoff, or sooner if volume necessitates and NOAA case attorney agrees. Transfer to the National Archives 30 years after cut off.
2. All other copies: Duplicate copies and electronic copies used solely for convenience or stored at local Administrative Record Case Repositories. Destroy when no longer needed for DARP business.

1605-10 NRDA Pre-Settlement Case Files

Records of actions performed to support Natural Resource Damage Assessment (NRDA) case-specific activities. These records include, but are not limited to, case administration files, e.g., agreements and correspondence; attorney files, e.g., legal correspondence and legal analysis; records of NRDA pre-assessment and response phase under OPA and CERCLA; emergency restoration actions; injury assessment; restoration planning documents and documents on coordination with other parties; restoration implementation; additional public outreach; and settlement documents. These documents may include papers, photographs, and magnetic media such as video tapes.

Authorized Disposition:

1. Recordkeeping Set: Temporary. Cut off when case is no longer subject to appeal. May be transferred to Federal Records Center 2 years after cutoff, or sooner if volume necessitates and NOAA case attorney agrees. Destroy 30 years after cut off.
2. Electronic copies created on e-mail and word processing applications: Temporary. Delete when recordkeeping copy has been produced.
3. Microfilm: *Silver halide*: Temporary. Transfer to the Federal Records Center 2 years after case file is closed as part of case file.
4. Microfilm: *Diazo copy*: Temporary. Destroy 90 calendar days after silver halide copy has been transferred to the Federal Records Center.

1605-11 NRDA Pre-Settlement Working Files

Non-substantive drafts or deliberative records that support the case files as described in NRDA Pre-Settlement Case Files, but are not considered essential to the Acore@ NRDA Pre-Settlement Case Files.

Authorized Disposition:

1. Paper: Destroy when case is no longer subject to appeal
2. Electronic copies created on e-mail and word processing applications: Temporary. Delete when recordkeeping copy has been produced.

1605-12 Infant and Orphan Case Files

Natural Resource Damage Assessment (NRDA) case-specific-activities of the type described in NRDA Pre-Settlement Case Files, where the DARP Division level of effort reflects An action decision, and may be too small (<10 hours) to track and manage as declared NRDA cases. These are minor activities requiring no action and entailing fewer than 10 hours of effort.

Authorized Disposition:

1. Paper: Temporary. Cut off after a formal decision is made not to pursue a damage assessment for that case. Destroy 7 years after cut off.
2. Electronic copies created on e-mail and word processing applications: Temporary. Delete when recordkeeping copy has been produced.

1605-13 Multi-case Evidence Tracking Records

Single volume records used to maintain information that covers more than one Natural Resource Damage Assessment case. They may be of the bound lab notebook type or loose leaf. These records include items such as the A Key Log for Access to Sample Freezers and the A Temperature Verification Log for Freezers and Refrigerators which track access and conditions of the freezers and refrigerators housing NRDA case samples.

Authorized Disposition:

Paper: Temporary. Cut off when book or notebook is full. Destroy 30 years after all cases contained in the book or notebook are no longer subject to appeal.

1605-14

Cost Accounting and Documentation Files

Cost accounting and documentation records supporting Natural Resource Damage Assessment activities. These may include letters requesting reimbursement of costs; summary cost spreadsheets; labor cost summaries and details, e.g., certified time and attendance reports or activity reports; travel cost summaries and details, e.g., travel order, travel voucher, supporting or related documentation; contractor costs, vouchers, supporting and related documents e.g., contractor summaries and detail, ORISE, IPA, and other non-PERMANENT files, etc.; documentation for transportation of things, rents, communication, utilities, printing, reproduction, leases, supplies, materials, equipment, and interest and dividends B as applicable, e.g., cost summaries and details; and downloads from Financial Information Management Accounting (FIMA), and Paradox databases; and other similar cost records.

Authorized Disposition:

1. Case specific: Paper: Temporary. Cut off when case is no longer subject to appeal. Retire as part of case file as described in NRDA Pre-Settlement Case Files (1605-10A). Destroy 30 years after cutoff.
2. Non-case specific: Paper. Temporary. Cut off at end of fiscal year. Destroy 30 years after cut off.
3. Electronic copies created on e-mail and word processing applications: Temporary. Cut off at end of fiscal year. Delete when recordkeeping copy has been produced.

1605-15 Rulemaking Administrative Record

Records developed or considered in the course of rulemaking for rules that have been published. These may include proposed rule drafts with comments; responses to comments; final rulemaking documents; documents on rulemaking challenges, court briefs, rulings, etc.

1. Paper: Permanent. Cut off when rule is no longer subject to legal challenge. Transfer to National Archives 10 years after cut off.
2. Electronic copies created on e-mail and word processing applications: Temporary. Delete when recordkeeping copy has been produced.

1605-16 Rulemaking Working Files

Draft or deliberative records that are not considered essential to the Rulemaking File. These are records developed as working papers or background in the course of rulemaking. They may include proposed rule drafts with simple comments; working files; background documents; etc.

Authorized Disposition:

1. Paper. Temporary. Cut off when rule is approved or finally disapproved.
Destroy 10 years after cut off.
2. Electronic copies created on e-mail and word processing applications:
Temporary. Delete when recordkeeping copy has been produced.

Remote Sensing N1-370-00-6

1606-01 Aerial Film Negatives (Supersedes 1606-06)

Original aerial roll film negatives, taken with single lens, high precision cameras mounted on aircraft, covering the shoreline and other areas of the United States, Puerto Rico and possessions. Collection includes approximately 5,000 rolls of color and B/W film of oceans, shoreline, and airport areas dating back to 1943. Film is also being scanned for distribution. This series includes a finding aid.

Authorized Disposition:

1. Original negatives and related finding aids: **Permanent.** Transfer immediately to the National Archives the original films to which NOAA has made an in-house reference copy. Transfer all subsequent originals as NOAA continues to make reference copies. For those films where a reference copy is not made, transfer original films to the National Archives in 5-year blocks when most recent record in block is 40 years old. Transfer related indexes and finding aids with each block.
2. Digital distribution copies: Temporary. Delete when no longer needed for reference or dissemination.

1606-02 Airport Obstruction Charts (Supersedes 1606-11)

Airport Obstruction Charts show airport obstruction information, such as surfaces, runways, taxiways and apron areas, air navigation facilities and selected

planimetric detail. The OC are used to compute the maximum take-off and landing weights, for establishing instrument approach and departure procedures, for engineering studies relative to obstruction clearance and improvements in airport facilities. Charts are referenced and distributed with an Aeronautical Data Sheet (ADS) generated from the Obstruction Chart Database (1606-04).

Authorized Disposition:

1. Original charts: Permanent. Cut off when area is re-surveyed, airport is closed, or chart is otherwise obsolete. Transfer charts to NARA in 5-year blocks with related indexes and finding aids when most recent chart in block is 40 years old.
2. Aeronautical Data Sheets: Permanent. Transfer to NARA with related chart.

1606-03

Aeronautical Survey Field Files (Red Jackets) (New Item)

Provides documentation to support the Aeronautical Data Sheets. These files are commonly referred to as ARed Jackets@ and they contain aeronautical survey field notes, observations, triangulation diagrams, aerial photographs annotated with geodetic control data, and copies of charts from the previous survey. The files also include microfilm copies of related working papers to the surveys. The files also include surveys of closed airports.

Authorized Disposition:

1. Survey Field Files: Temporary. Cut off at end of year in which project is completed. Retain for 5 years, then destroy when no longer needed for reference or research.
2. Charts (copies): Temporary. Retain 2 most recent versions. Destroy all other superseded charts.

1606-04

RESERVED

1606-05

Photogrammetric Coastal Survey Project Files (Red Jackets) (Supersedes 1606-12)

Field survey information for coastal mapping projects. Consists of annotated aerial photographs and manuscripts, bridging data, aerotriangulation and field computations, and other control forms, filed by project number. These files are used for comparison, change analysis, reproduction, technical information/interpretation to other professional organizations, legal disputes and current projects. The associated index to these files is the Mapfinder system.

Authorized Disposition:

Temporary. Cut off at end of year in which project is completed. Retain for 5 years, then destroy when no longer needed for reference or research.

1606-06 Photogrammetric Descriptive Reports Files (Supersedes 1606-13)

Contains pertinent information regarding the construction of the coastal mapping chart, including but not limited to, a Project Instruction, Field Report, Compilation Report and Final Review Report. There is one Descriptive Report for each of the T/TP Sheets. Reports are now scanned and stored on CD-ROM. The permanent disposition of the original charts is covered under N1-370-00-3, Division of Marine Charting, Office of Coast Survey.

Authorized Disposition:

- 1 Original descriptive report: Permanent. Cut off at end of year in which project is completed. Transfer to NARA after records are scanned, verified, and stored on digital media.
2. Scanned images: Temporary. Destroy when 100 years old or no longer needed, whichever is later

**Center for Coastal Environmental Health and Biomolecular Research
(CCEHBR) N1-370-02-5**

The Center for Coastal Environmental Health and Biomolecular Research (CCEHBR) conducts interdisciplinary research to resolve issues related to coastal ecosystem health, environmental quality, and related public health impacts. Chemical, biomolecular, microbiological, and histological research is conducted to describe, evaluate, and predict the significant factors and outcomes of natural and human influences on marine and estuarine habitats.

1607-01 NOAA National Benthic Infaunal Database (NNBID) (New Item)

This database is part of a larger structure, the NOAA National Benthic Inventory (NNBI), managed by the NCCOS/Center for Coastal Environmental Health and Biomolecular Research. The NNBID is to be placed in the public domain via a website that will be searchable and from which data can be downloaded. The NNBID contains benthic infaunal macroinvertebrate species abundance data (taxa name and number of individuals collected), plus associated data such as station information and location, salinity, depth, and the taxa's serial number for a large number of assessment studies (>30) conducted by NOAA. The data is used as an effective indicator to document biological responses to contaminant exposure and other changes in environmental quality. Outputs of the system are tab delimited text files.

AUTHORIZED DISPOSITION:

1. *Information within system (data)*: Permanent. Cut off annually. Transfer to NARA as flat files in five year blocks.
2. *System documentation*: Permanent. Transfer to NARA with associated data files described in 1607-01 (A).
3. *System inputs* (data from the CCMA Benthic Community Assessment Studies): Destroy 6 months after data is entered into system (data is kept within project case file in the field).
4. *System outputs* (tab delimited text files downloaded online by users, printouts can be generated and PDF reports, associated with each study area, can be downloaded): Destroy 3 years after the calendar year in which the file was closed.

1607-02 Specimen Database (New Item)

This database is part of a larger structure, the NOAA National Benthic Inventory (NNBI), managed by the NCCOS/Center for Coastal Environmental Health and Biomolecular Research. The Specimen Database is a voucher collection used to identify and locate specimens collected during assessment studies. The database services a collection of specimens available for taxonomical purposes and other scientific research (e.g., verification or more precise identification of invertebrates collected during a study).

AUTHORIZED DISPOSITION:

1. *Information within system (data)*: Update as needed and destroy when no longer needed for scientific research purposes.
2. *System documentation*: Destroy when no longer necessary to retrieve data from the system.
3. *System inputs* (data from the CCMA Benthic Community Assessment Studies): Destroy 6 months after data is entered into system (data is kept within project case file in the field).
4. *System outputs* (tab delimited text files downloaded online by users, printouts can be generated and PDF reports, associated with each study area, can be downloaded): Destroy when no longer needed for current agency business.

Center for Coastal Monitoring and Assessment (CCMA)

Center for Coastal Monitoring and Assessment (CCMA) provides long-term measurements at a network of core index sites, and is augmented by a network of sites in partnership with marine labs and universities. This Program maintains local, national, and regional databases on the distribution of species and habitats, and is also developing thematic, regional, watersheds and national assessments.

1607-03 Estuarine Living Marine Resource Database (ELMR) (New Item)

This database is used to gather information on the distribution and relative abundance of fish and marine species. The data is used for many fish management projects.

AUTHORIZED DISPOSITION:

1. *Information within system (data)*: Permanent. Cut off annually. Transfer to NARA as flat files in five year blocks.
2. *System documentation*: Permanent. Transfer to NARA with associated data files described in 1607-03 (A).
3. *System inputs* (fishery independent state data gathered specifically for input into system): Destroy after data is verified within system.
4. *System outputs* (screen captures, printouts, publications, reports and final studies): Destroy 3 years after the calendar year in which the file was closed.

Center for Sponsored Coastal Ocean Research (CSCOR) Coastal Ocean Programs (COP)

NOAA's Coastal Ocean Program (COP), part of the National Centers for Coastal Ocean Science (NCCOS), provides scientific information to assist decision makers to meet the challenges of managing our Nation's coastal resources. COP targets critical issues which exist in the Nation's estuaries, coastal waters, and Great Lakes. COP translates its findings into accessible information for coastal managers, planners, lawmakers, and the public. Its aim is to create near-term and continuous improvements in environmental decisions affecting the coastal ocean and its resources.

1607-04 Program Funding Database (New Item)

Database is used to track progress and provide quick access on Coastal Ocean Research grants, proposals, and project information. The system contains: the proposal number, program element, proposal title, principle investigator=s name and other identifying information; proposal status; areas of research; reviewer reporting sheet and budget information.

AUTHORIZED DISPOSITION:

1. *Information within the System (data)*: Destroy three years following submission of the Final Financial Status Report associated with completion of the entire research project.
2. *System Documentation*: Destroy 6 months after system is terminated.
3. *System Inputs* (Proposals received from research community (part of Grants Working File 0000-02); Internet; telephone book (100-04)): Follow disposition instructions for related records.
4. *System Outputs* (Printouts, Reports, Final Studies): Destroy 3 years after the calendar year in which the file was closed.

Hydrographic Surveys N1-370-00-3

The Hydrographic Survey function coordinates the acquisition and processing of precisely located geographic data in the marine environment. Hydrographic surveys are conducted to determine the configuration of the bottoms of water bodies, especially as it pertains to navigation. This includes the detection, location, and identification of wrecks and obstructions primarily through the use of side scan sonar and multibeam sonar technology. Other features important to marine navigation such as landmarks and aids to navigation are also accurately positioned. This information is critically important to the production of nautical charts while also benefiting the fishing industry and to coastal zone managers.

1608-01 Project Instruction Files (Supersedes 1608-01)

Project Instructions, Letter Instructions, and Statements of Work, including all changes, for hydrographic surveying projects assigned to NOAA field units and contractors.

Authorized Disposition:

Cut off at end of fiscal year when project is completed. Retain for 10 years then destroy when no longer needed for reference.

1608-02 Project Planning and Coordination Files (Supersedes 1608-02)

Documents relating to the development of plans, priorities, schedules, and coordination of hydrographic projects with field parties and program offices.

Authorized Disposition:

Cut off annually. Retire to a records storage facility 5 years after cut off. Destroy 8 years after cut off.

1608-03 Survey Standards Files (Supersedes 1608-04)

Documents pertaining to the review and maintenance of quality standards for hydrographic data, the methods and procedures for obtaining that data, and final products. Documents included: Hydrographic Manual, Field Procedures Manual, Specifications and Deliverables document, and Hydrographic Survey Guidelines.

Authorized Disposition:

1. Standards: Permanent. Cut off as new standards are created, then retire to a records storage facility. Transfer to NARA 5 years after cut off.
2. Working files for the creation of standards: Destroy three years after creation of related standard.

1608-04 Hydrographic Survey Data Files (Supersedes 1608-05; 1608-06; 1608-10)

Basic hydrographic data obtained from surveys. May include one or all of the following: graphic depth records; sounding volumes and digital sounding data; horizontal control data; wire drag data; Field (Boat) Sheets; field reports on corrections and adjustments to survey data; and digital field sheets.

Authorized Disposition:

Recordkeeping copy (paper, electronic): Cut off annually. Destroy 100 years after cut off, or when no longer needed for research purposes, whichever is later.

1608-05 **Hydrographic Surveys (Smooth Sheet Files)** (Supersedes 1608-07; 1608-08; excludes surveys covered under job N1-370-89-2). Formally approved manuscripts of hydrographic surveys, i.e. registered surveys beginning with H or F, with related indexes and registers of hydrographic surveys.

Authorized Disposition:

1. Recordkeeping copy (Linen/Mylar): Permanent. Transfer to NARA after verification of scanned image.
2. Digital Image Files (PDF, TIFF working files): Delete when no longer needed for reference or updating.

1608-06 **Hydrographic Descriptive Report Files and Field Examination Report Files** (Supersedes 1608-09; N1-370-89-2)

Narrative reports describing the methods, conditions, control data, and other information that supplements the approved survey sheet (1608-05). For Topographic Descriptive Reports, see 1606-04.

Authorized Disposition:

1. Recordkeeping paper copy: Permanent. Transfer to NARA with related survey(s) after verification of scanned image.
2. Digital Image Files (PDF working files): Delete when no longer needed for reference or updating.

1608-07 **Register and Indexes to Hydrographic Surveys** (Supersedes 1608-11 and 1608-12)

Descriptive Register of survey sheets and indexes (in map or other forms) that show the extent of survey coverage.

Authorized Disposition:

1. Recordkeeping paper copy (1837-1990): Permanent. Cut off when records are converted to an electronic format. Transfer to NARA with related surveys (1608-05) after cutoff.
2. Electronic copies (1608-09A; 160810A): Follow disposition instructions for related records.

1608-08 Automated Wreck & Obstruction Information System (AWOIS) (New Item)

Electronic Information System used within the National Oceanic & Atmospheric Administration (NOAA), specifically within National Ocean Services (NOS) to provide information about wrecks and obstructions and as a planning tool for determining the level of effort within a hydrographic survey project to investigate and verify or disprove the assigned AWOIS items.

Authorized Disposition:

1. Information within system (textual data): Permanent. Cut off annually. Transfer a copy of the data to NARA after cutoff in 5 year blocks.
2. Information within the system (image files): Delete when no longer needed for updating or reference.
3. System documentation: Permanent. Transfer to NARA with related data files.
4. System inputs (NOS hydrographic surveys (1608-05), Descriptive Reports (1608-06): Follow disposition instructions for related records.
5. Systems inputs (External information collected for system, e.g. wreck and obstruction information from the US Army Corps of Engineers, US Navy, US Coast Guard, commercial fishermen, scuba divers, and others concerned with locating and identifying wrecks and obstructions): Destroy after data is entered into the system and verified.
6. System outputs (printouts, diskettes and internet sites): Destroy or delete when no longer needed for reference or dissemination.

1608-09 Hydrographic Survey Index System (SURDEX) (New Item)

Automated indexing system used within the National Oceanic & Atmospheric Administration (NOAA), specifically within National Ocean Services (NOS), Hydrographic Survey Division (HSD) for delineating the limits of over 11,000 individual hydrographic surveys. Consists of individual hydrographic survey boundaries or polygons. These records are linked to HYDEX, which produces the survey metadata. This is a Geographical Information System used for hydrographic survey data management, data visualization, spatial queries, and analysis.

Authorized Disposition:

1. Information within system (textual data; image files): Retain for the life of the corresponding survey, then delete when no longer needed for updating or reference.
2. System documentation: Destroy 6 months after system is terminated.
3. System inputs (boundaries and survey metadata from current hydrographic surveys (1608-05)): Follow disposition instructions for related records.
4. System outputs (electronic; paper reports and printouts not covered under subitem E): Destroy or delete when no longer needed for reference.
5. Systems outputs (paper printouts of survey indexes for 1990-forward): Permanent. Transfer to NARA with related surveys (1608-05A).

1608-10 Hydrographic Survey Data Information Extract (HYDEX) (New Item)

Automated database used within the National Oceanic & Atmospheric Administration (NOAA), specifically within National Ocean Services (NOS), Hydrographic Survey Division (HSD) for archiving of textual information about hydrographic surveys. Contains approximately 11,000 metadata records used as the official HSD survey reference listing.

Authorized Disposition:

1. Information within system (textual data):Permanent. Cut off annually. Transfer a copy of the data to NARA after cutoff in accordance with 36 CFR 1228.270
2. System documentation: Permanent. Transfer to NARA with related data files.
3. System inputs (hydrographic survey metadata (1608-07)): Follow disposition instructions for related records.
4. System outputs (paper;electronic: Destroy or delete when no longer needed for reference.

1608-11 Quality Assurance and Control Files

Paper and electronic working files used to verify the quality and accuracy of scanned images of the Descriptive Reports (1608-06) and Surveys (1608-05). Records are also used to monitor the status of the scanning project, including production statistics.

Authorized Disposition:

Delete or destroy after scanned image is verified.

Marine Sanctuaries N1-370-02-3, N1-370-03-7

Records supporting the functions created as a result of the Coastal Zone Management Act (CZMA) and the National Marine Sanctuaries Act. Supports effective management of multiple uses of the nation's coastal and ocean resources: protecting and conserving specially designated areas; working with partners at all levels; balancing economic, environmental, and cultural activities; adapting the system to changing conditions and needs; enabling others to practice

coastal stewardship; and promoting science-based resource management decisions.

1609-01 Sanctuary Designation Files (New Item)

Files documenting the official designation of a Marine Sanctuary. Also called the “Administrative Record.” Includes Public Hearing Files, Public Comments, workshop results and recommendations.

Authorized Disposition:

1. Designation Files consisting of designation determination and findings, the public draft and final management plan for the sanctuary, and the draft and final environmental impact statement (EIS): **Permanent**. Cut off at the end of the calendar year in which the corresponding site is no longer active. Transfer to NARA 10 years after cut off.
2. Supporting materials consisting of preliminary drafts, public comments, workshop workpapers, correspondence, regulatory packages and similar documentation accumulated during the processing of the designation determination, management plan and EIS: **Temporary**. Cut off annually. Destroy 30 years after the year in which the files were cut off.

1609-02 Plan Review and Revision Files (New Item)

Files documenting periodic revision of a Marine Sanctuary management plan, beginning with the issuance of a State of the Sanctuary Report and ending with the completion of a revised management plan and final EIS or environmental assessment.

Authorized Disposition:

1. Revision Files consisting of State of the Sanctuary Report, draft and final revised management plan, draft and final EIS or environmental assessment (EA), and, if created, revised designation determination. **Permanent**. Cut off at the end of the calendar year in which revision is completed. Transfer to NARA 25 years after cut off.
2. Supporting materials consisting of preliminary drafts, public comments, correspondence, regulatory packages, workpapers and similar documentation accumulated during the revision: **Temporary**. Cut off annually. Destroy 30 years after the year in which the files were cut off.

1609-03 Site Evaluation List (SEL) and Files (New Item)

The SEL identifies marine with high natural resource values and with historical qualities of special national significance that are highly qualified for further evaluation for possible designation as National Marine Sanctuaries.

Authorized Disposition:

1. Site Evaluation List. **Permanent.** Cut off after list is updated or becomes obsolete. Transfer to NARA 25 years after cut off.
2. Site Evaluation Files. **Permanent.** Cut off when site is removed from SEL or SEL becomes obsolete. Transfer to NARA 25 years after cut off.

1609-04 Environmental Impact Statements (EIS) and Environmental Assessments (EA)
(New Item)

Documents that record the effort to protect the environment in carrying out federal programs. Depending on the level of complexity of the project, either an EA or EIS will be prepared. Includes both the draft EA/EIS and the final EA/EIS. The EA/EIS includes a description of the proposed project, a description of the existing environment of the project, an analysis of the project's possible environmental effects, and an examination of alternative courses of action. A final EA will also include either a Finding of No Significant Impact or a further analysis in an EIS.

Authorized Disposition:

1. Final Reports. **Permanent.** Cut off at the end of the calendar year in which the project is completed. Transfer to NARA 25 years after the calendar year in which the file was cut off.
2. rafts/working papers. **Temporary.** Destroy 10 years after final report is created.

1609-05 National Marine Sanctuary Permit Files (New Item)

This category includes documents related to the application for and processing of applications to conduct activities within a NMS that would otherwise be prohibited by regulations for that Sanctuary. This includes permits processed pursuant to 15 CFR 922.48 and site specific regulations, authorizations processed pursuant to 15 CFR 922.49, certifications processed pursuant to 15 CFR 922.47, and special use permits processed pursuant to section 310 of the National Marine Sanctuaries Act. Documents under this category include materials submitted by an applicant in support of their application (cover letter, a project summary or abstract, technical information, a description of environmental consequences and how the results will be treated, and any other supporting information), correspondence between the NMSP and the applicant, signed and dated permits or other letters of approval or disapproval, and records pertaining to an appeal.

Authorized Disposition:

Temporary. Cut off at the end of the calendar year in which the permit expires. Destroy 5 years after cut off.

1609-06 Sanctuary Permitting and Information Tracking System (SPITS) Database Files

SPITS is used to track the processing of NMS permit applications. It contains information relevant to each permit applicant such as the applicant's personal

information, details of the proposed activity, dates, permit conditions, and reporting requirements.

Authorized Disposition

1. *Information within system*: **Temporary**. Destroy 5 years after the end of the calendar year in which the permit expires or when no longer needed for reference, whichever is longer.
2. *Documentation about the development of SPITS*. **Temporary**. Cut off when SPITS is no longer in use. Destroy 6 months after cut off.
3. *System Inputs* (sanctuary permit files): **Temporary**. Follow disposition instructions under 1609-05.
4. *System Outputs* (printouts of SPITS information). **Temporary**. Destroy when no longer needed for reference.

1609-07 Emergency Response, Damage Assessment and Restoration Files (New Item)

Project records for specific incidents that occur in the Sanctuaries, which have damaged or could result in damage to Sanctuary resources. These incidents include vessel groundings, oil spills, aircraft accidents, etc. The project record includes financial documentation, descriptive resources, injury assessments, plans for restoring the damaged resources, studies and analysis, and working papers. They may also include engineering plans and drawings, maps, aerial photos, and other graphic materials. Files are made up from many media forms, including paper, video, slides, and digital images.

Authorized Disposition:

1. Historical Documentation consisting of correspondence with the Responsible Party(s), final settlement documents, injury assessment report, video/digital images, restoration and monitoring plan, restoration project report, monitoring results, and summary cost information: **Permanent**. Cut off at the end of the calendar year in which the project is completed. Transfer to NARA 30 years after cut off.
2. All Other Documentation: **Temporary**. Cut off at the end of the calendar year in which the project is completed. Destroy 20 years after cut off.

1609-08 Radio-Active Waste Dump Site Files (New Item)

All information on the radio active waste site (covering 350 square nautical mile area of the Gulf of the Farallones). These files are used to assess the dumping from 1947 to 1970 of (50,000) 55 gallon drums and to evaluate the research from 1970 to present.

Authorized Disposition:

Permanent. Cut off annually. Transfer to NARA 30 years after cut off.

1609-09 Oil Spill Trusteeships (New Item)

Files covering the development and implementation of oil spill evaluations, and project overview and responsibility of funds authorized for oil spill restoration.

Authorized Disposition:

Temporary. Cut off at the end of the calendar year in which the project is completed. Destroy 20 years after cut off.

1609-10 Oil Spill Restoration (New Item)

All activities conducted by the sanctuary and others during and after the spill. They also contain the record of decision, court records, NRDA, MOU'S and other documents prior to restoration; and the entire restoration files including the monitoring of the projects.

Authorized Disposition:

Temporary. Cut off at the end of the calendar year in which the project monitoring is complete. Destroy 20 years after cut off.

1609-11 Permit Review, Environmental Impact Statement (EIS) Review, and Inter-Agency Consultation Files (New Item)

Correspondence pertaining to review of permits issued by other Federal agencies relating to activities in Marine Sanctuaries; correspondence, technical reports, comments, conversations and research associated with review of state EIR (Environmental Impact Reviews) and other federal agencies EIS; and correspondence and recommendations relating to inter-agency consultations on actions that could affect a Marine Sanctuary.

Authorized Disposition:

Temporary. Cut off at the end of the calendar year in which the review or consultation is completed. Destroy 5 years after cut off.

1609-12 Non-Profits (New Item)

Records of non-profit organization's activities conducted in Sanctuaries for which NOAA has oversight responsibility. Used for monitoring activities within these Sanctuaries. Includes letters of position, reviews of proposals, and contributions.

Authorized Disposition:

Temporary. Cut off annually. Destroy when 10 years old.

1609-13 Law Enforcement (New Item)

Phone reports, actions, depositions, fines, agency interactions and case movement of

activities reported to have occurred within the Sanctuaries.

Authorized Disposition:

Temporary: Cut off when case is resolved. Destroy 20 years after cut off.

1609-14 Volunteers - Programmatic (New Item)

Maintain all data collected and correspondence associated with scientifically trained volunteers in the Sanctuaries.

Authorized Disposition:

1. Paper: **Temporary.** Cut off annually. Destroy 5 years after cut off.
2. Electronic files (working files): **Temporary.** Cut off annually. Destroy 5 years after cut off.

1609-15 NOAA's ARCH (National Marine Sanctuary Archeological Site Database) (New Item) N1-370-03-7

The purpose of this database is to maintain an inventory of historical properties/archeological sites in the National Marine Sanctuaries as directed by of Federal Programs managing public lands in the National Historical Preservation Act.

The system contains historical accounts of shipwreck losses within National Marine Sanctuary regions, and an inventory of known shipwrecks (histories) and submerged archeology sites. This data is used to maintain the inventory of known wrecks with each site profile, and for identification of site sensitivity, threats to a site, and documentation and management needs.

Authorized Disposition:

1. *Information within System:* Permanent. Cut off annually. Transfer to NARA as flat files.
2. *System documentation:* Permanent. Transfer to NARA with associated data files described in 1609-15 (A).
3. *System Inputs* (Info from salvage permit applications (1609-03), and research studies(1601-02)): Follow disposition instructions for related records.
4. *System Outputs* (Online files and printouts): Follow disposition instructions for related records.

1609-16 National Marine Sanctuary Geographic Information Systems (NMSGIS) (New Item)

Systems used by Sanctuary sites and at headquarters to provide coverage of the uses, natural resources, research, and monitoring activities in the Sanctuaries and flora and fauna surveys. These systems can encompass the following resources and topics of

concern: fish populations, benthic invertebrates, oceanographic conditions, sea turtle satellite tracking, and visitor use. These resources were determined to be of significant importance to National Marine Sanctuaries (NMS) during the planning of the designation and subsequent establishment of the management and research studies plan.

The systems can include data on the following topics: fish count data, invertebrate photo quadrant data, species lists, ROV data, visitor use, sea turtle tracking data, boundary data, bathymetry, coastal counties, cities, rivers, coastline, nautical charts, USGS charts, hard bottom mapping, side scan imagery and bathymetry imagery. This data is used as a tool for management, research, resource protection, education, and emergency response.

Authorized Disposition:

1. *Information within System:* Delete when 10 years old or when no longer needed for reference purposes, whichever is longer.
2. *System Documentation:* Destroy 6 months after system is terminated.
3. *System Inputs* (quarterly fish data, various surveys): Destroy after verification of data in the system.
4. *System Outputs* (Research status reports, State of the Reef report, and long term monitoring): Destroy when 10 years old or when no longer needed as a reference..

Coastal Program Division N1-370-02-4

The Coastal Program Files are used within NOS to monitor state Coastal Zone Management Programs. The programs themselves are run by the states, but NOAA has the responsibility of monitoring the programs to ensure that they are being handled correctly.

1610-01 Coastal Zone Management Program Documents (New Item)

The Final Program Document that was signed by the Secretary of Commerce approving the states' coastal zone management program. This may be a Final Environmental Impact Statement or another final document created by the state.

Authorized Disposition:

- 1 Designation Files consisting of the approved state plan (generally an Environmental Impact Statement), any approved update to the plan, and NOAA's findings of approvability: **Permanent**. Cut off at the end of the calendar year in which the corresponding site is no longer designated part of the Coastal Zone Management Program. Transfer to NARA 10 years after cut off.
- 2 Supporting materials consisting of preliminary drafts of the plan, public comments, correspondence and e-mail, Federal Register notices and similar documentation accumulated during the processing of the plan: **Temporary**. Cut

off on approval of the plan or update. Destroy 5 years after cut off.

1610-02 Program Change Files (New Item)

Documents all proposed changes to an approved coastal management program submitted for approval. These files include the proposed change, approvals and rejections, and all other information relevant to the proposed change.

Authorized Disposition:

1. Change Files consisting of state legislation or other change to approved plan, NOAA analysis of change, and approval/rejection: **Permanent**. Cut off at the end of the calendar year in which the corresponding site is no longer active. Transfer to NARA 10 years after cut off.
2. Supporting materials consisting of Federal Register notices, public comments, correspondence and e-mail, and similar documentation accumulated during the review of the change: **Temporary**. Cut off on completion of review of the change. Destroy 5 years after cut off.

1610-03 Coastal Non-point Pollution Control Program (New Item)

Documents associated with the program requirement of developing coastal nonpoint pollution control programs, as required by the Coastal Zone Re-authorization Amendments of 1990. These documents include the Environmental Assessment, approved state plan and NOAA's findings of approvability.

Authorized Disposition:

1. Designation Files consisting of the approved state plan, any approved update to the plan, and NOAA's conditional and final findings of approvability: **Permanent**. Cut off at the end of the calendar year in which the corresponding site is no longer designated part of the Coastal Zone Management Program. Transfer to NARA 10 years after cut off.
2. Supporting materials consisting of preliminary drafts of the plan, public comments, correspondence and e-mail, Federal Register notices and similar documentation accumulated during the processing of the plan: **Temporary**. Cut off on approval of the plan or update. Destroy 5 years after cut off.

1610-04 Federal Consistency (New Item)

Documentation on Federal Consistency, section 307 of the CMZA, which provides States with the authority to review all Federal Regulations for consistency with their program. This includes Federal regulations and guidance, and consistency objection letters from the State, explaining their objection to certain Federal actions.

Authorized Disposition:

1. Regulations and Guidance: **Temporary**. Destroy when superseded or obsolete.
2. Consistency objection letters: **Temporary**. Cut off at the end of the calendar year in which the corresponding state is no longer designated part of the Coastal Zone Management Program. Destroy 30 years after cut off.

1610-05 Program Administrative Guidance (New Item)

Guidance on community initiatives regarding 306A guidance (low-cost construction to provide public access), program change guidance, performance report guidance, guidance on processing of new awards (cooperative agreements), guidance on processing of unfunded actions.

Authorized Disposition:

Temporary. Cut off annually. Destroy 12 years after cut off.